



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8452 • FAX (314) 863-0296

APPLICATION FOR BUILDING PERMIT RESIDENTIAL/COMMERCIAL

(PLEASE PRINT)

Permit# BU _____

- ☐ A \$35.00 application fee must accompany this application.
- ☐ Subdivision Trustee approval is required for all exterior modifications to residential properties in private subdivisions.
- ☐ Condominium Association approval is required for all modifications to condominium units.
- ☐ **New Construction / Structural Modifications** require four (4) sets of construction documents prepared by a registered design professional, truss drawings, a separate sheet detailing a clear scope of work, and a site plan.
- ☐ **Single Family Non-Structural Interior Renovations** require four (4) sets of scaled, fully detailed construction documents drawn in a professional manner, and a separate sheet detailing a clear scope of work.
- ☐ **Multi-Family Non-Structural Interior Renovations – Major** require four (4) sets of scaled, fully detailed construction documents prepared by a registered design professional, and a separate sheet detailing a clear scope of work.
- ☐ **Multi-Family Non-Structural Interior Renovations – Minor** require four (4) sets of scaled, fully detailed construction documents drawn in a professional manner, and a separate sheet detailing a clear scope of work.
- ☐ **Fences** require two (2) sets of constructions documents, including a survey, plot plan/site plan or plat map of the property indicating all property lines, drawings indicating the height, the type and style of the fence.
- ☐ **Exterior Modifications** (i.e. additions, retaining walls, enclosed porches, etc.) require four (4) sets of construction documents prepared by a registered design professional and a separate sheet detailing a clear scope of work. Projects requiring Administrative Architectural Review Approval must include a photograph of the existing area, photographs from the public right of way, a rendering of the proposed modification, and a complete detail or photo of materials to be used.
- ☐ **Demolition** – Refer to Demolition Permit Requirements for full list of required documentation.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PLAN REVIEW

Applicant Name _____

Applicant Phone (____) _____ Alternate Phone (____) _____

Applicant Address _____

City _____ State _____ Zip Code _____ Phone (____) _____

Applicant E-Mail _____

☐ Owner ☐ Contractor ☐ Design Professional ☐ Other _____

Owner Name _____

Owner Address _____

City _____ State _____ Zip Code _____ Phone (____) _____

Owner E-Mail Address _____

Occupant _____

Architect _____

Architect E-Mail Address _____

Engineer _____

Engineer E-Mail Address _____

APPLICATION FOR BUILDING PERMIT RESIDENTIAL/COMMERCIAL Continued

Contractors Name _____
Contractors Address _____
City _____ State _____ Zip Code _____ Phone (____) _____
Contact Name _____
Contact E-Mail Address _____

Project Address: _____ Suite/Unit _____ (REQUIRED)
Application is made for: ☐ New Construction ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Fence
This property is: ☐ Residential ☐ Commercial / Is the property located in the flood plain: ☐ Yes ☐ No

Has this project received Plan Commission/Architectural Review Board Approval: ☐ Yes Date: _____ ☐ No ☐ N/A
____ (Initial) I certify that the submitted plans accurately reflect the plans that were approved by the Plan Commission/Architectural Review Board and all changes have been clouded and note referenced.

Failure to disclose any changes will delay permit approval and may result in revocation of building permits.

Has this project received approval for a variance: ☐ Yes Date: _____ ☐ No ☐ N/A

Subdivision/Condominium Name _____

Subdivision Trustee/Condominium Association Approval: ☐ Yes – Copy Attached ☐ No ☐ N/A

Type of construction (Circle One) IA IB IIA IIB IIIA IIIB IV VA VB

Use & Occupancy Group Classification as defined by the International Building Code (Circle One)

A-1 A-2 A-3 A-4 A-5 B M R-1 R-2 R-3 R-4 Other _____

Describe nature of work and specific location on building or site _____

Realistic cost of construction: \$ _____

Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above.

Signature _____ Date _____

Please Print Name _____

February 2016